

Children's Area Manager

Position Description

The Children's Area Manager is assigned to the Oversight Team and reports to the Oversight Manager. The Children's Area Manager coordinates with YMCA Childcare Resource Service (CRS) to ensure the needs and safety of the children at LACs (Local Assistance Centers).

Responsibilities

1. Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to initiate a Children's Area at each LAC
2. Coordinate with YMCA CRS' Emergency Operation Center
3. Coordinate with YMCA CRS to get list of cleared staff available for LAC
4. Work with YMCA CRS to request additional staff
5. Work with YMCA CRS to develop and disseminate work schedules for Children's Area Workers
6. Oversee Children's Area Supervisors and assist with issues beyond their control
7. Coordinate with Oversight Manager and YMCA CRS to ensure replenishment of child care services and supplies
8. Maintain communications with Children's Area Supervisors

Activation Phase Actions

- ☐ Notify regular supervisor of LAC work schedule
- ☐ Review position responsibilities and clarify any issues regarding authority or assignment
- ☐ Check in with Oversight Manager
- ☐ Refer media to the Media Relations Manager
- ☐ Assess the status of your available resources
- ☐ Coordinate with Facilities Project Manager to verify an appropriate Children's Area location at LAC
- ☐ Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to initiate Children's Area at each LAC
- ☐ Develop and disseminate work schedule for Children's Area Supervisors and Workers
- ☐ Establish communication with Save the Children for additional resources

Operational Phase Actions

- ☐ Review position responsibilities
- ☐ Refer all media to the Media Relations Manager
- ☐ Attend ongoing situation briefings
- ☐ Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- ☐ Communicate effectively with a variety of individuals representing diverse cultures and backgrounds

Oversight Position Checklists-

Children's Area Manager Checklist

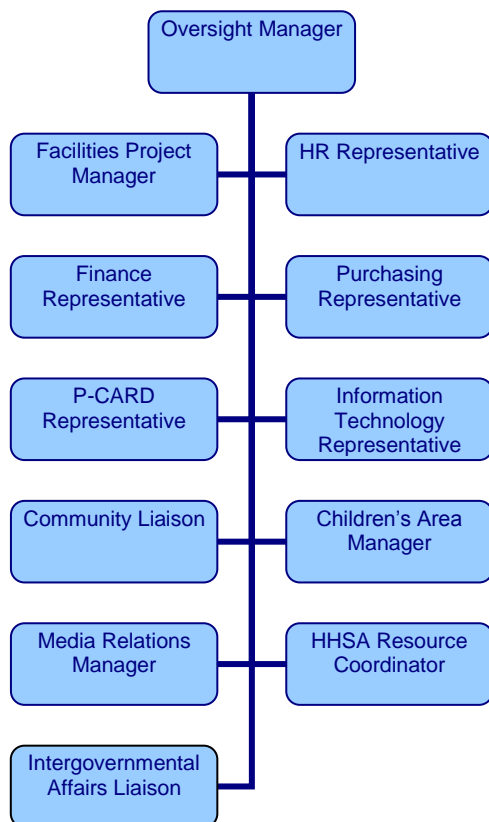
- ☐ Coordinate personnel and resources with YMCA Childcare Resource Service (CRS) to continue Children's Area services at each LAC
- ☐ Troubleshoot onsite issues that rise above the Children's Area Supervisor

Deactivation Phase Actions

- ☐ Work with Oversight Manager to develop Demobilization Plan
- ☐ Participate in the Demobilization Plan
- ☐ Notify YMCA CRS to retrieve toys
- ☐ Coordinate with the County, YMCA CRS, and Save the Children to replenish Children's Area kits
- ☐ Ensure that all required forms and reports are completed
- ☐ Contact your regular supervisor and notify him/her of deactivation
- ☐ Leave forwarding information, including pager or cell numbers and email
- ☐ Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

